

**Proline Energy Resources Inc**

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**Effective May 13, 2024**

**Documentation requirements for Ownership changes and other events**

- Address changes-
  - I. Send your completed change of address form via mail to the PO box address or via email only. Must be in writing and all requests must include an owner number, old and new address. Paper copies must include signature
  
- Name Change or addition-
  - II. Change of name form
  - III. Marriage certificate or certified copy of such
  - IV. Divorce decree re-instating maiden name
  - V. Other official documentation affecting name change i.e. certified court order
  - VI. Tax identification numbers form
  - VII. Certificate of merger
  - VIII. Copy of AIF or Power of Attorney
  
- Sale of Interest-
  - I. Assignment/conveyance as filed of record in the county/parish where the property is located
  
- Ownership change due to divorce-
  - II. Recorded copy of final divorce decree including settlement agreement
  - III. Recorded assignment/conveyance
  
- Trusts/Partnership-
  - I. Trust or partnership agreement
  - II. Recorded document conveying the interest in a property to a trustee of a trust or partnership(conveyance must name a Trustee)
  - III. Dissolution of Trust or Partnership
  - IV. Recorded conveyance to beneficiary

- V. If a change in Trustee- copy of Trust/partnership that names the trust/partnership, trustee and/or successor. Copy of trustee and acceptance by successor trustee
- Estate proceedings- (conducted in state where property is located
  - I. Death certificate
  - II. Order admitting will to probate in county/parish of property
  - III. Letters of testamentary
  - IV. Last will and testament
  - V. Evidence of debts and taxes have been paid
  - VI. Final decree of distribution or judgement of possession in county/parish of property
  - VII. Executed W9 for all heirs
    - If not conducted in State where property is located:**
    - I. Ancillary probate proceedings opened in the state where property is located or
    - II. Monetary threshold isn't exceeded
    - III. Death certificate
    - IV. Letters of Administration
    - V. Affidavit of Heirship recorded in the county where the property is located and signed by disinterested third party
    - VI. Executed W-9 for all heirs

**Note: NO EXCEPTIONS!**

- A fully executed W9 must be included- with name of individual/entity, tax classification of entity, address, tax ID, signature and date
- All transfer documents must be filed and recorded in the respective county/parish before it is mailed to us to process